

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150012-8



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REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BSD	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
RETURNEES						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
12		Weekly		16			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
List		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Unknown			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
CPB				NONE			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-05	\$ 3.78		2.85		\$10.77		52 \$560.04
GS-14	10.70		.15		1.61		52 83.72 \$643.76
B. COSTS OF COMPUTER PRODUCED REPORTS							
N. A.							
TOTAL COSTS PER YEAR						\$643.76	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Of no value to CPB. Justification must come from recipients. Origin unknown.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
15. DATE OF INVENTORY						156 \$643.76	
8 October 1970						STAT	
PERSON FURNISHING INFORMATION						Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150012-8	
Chief, Central Processing Branch						Classification	